

MEMORANDUM FOR: Chairman, ORR Career Service Board

SUBJECT: Career Preference Outline Of 25X1A9a

1st Indorsement

A. COMMENTS BY (DIVISION) ~~(STAFF)~~ CHIEF

See Comments as Supervisor, Form 1030

21 June 1957

Date

25X1A9a

Signature

2nd Indorsement

ACTING

B. COMMENTS BY/AREA CHIEF (When Applicable)

☐ I concur in (Division) (Staff) Chief's comments.

☐ As the employee is not personally known to me, I accept the comments of the (Division) (Staff) Chief.

☒ Other (please specify): See comments as Supervisor, Form 1030

21 June 1957

Date

25X1A9a

Signature

~~SECRET~~

## CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

## SECTION A.

## GENERAL

1. NAME OF EMPLOYEE (Last-First-Middle) 25X1A9a	2. DATE OF BIRTH 3 Dec. 1908	3. SERVICE DESIGNATION IR	4. GRADE GS-7
5. ORGANIZATIONAL TITLE Administrative Assistant	6. POSITION TITLE Administrative Assistant	7. OCCUPATIONAL CODE GS 0301.02	8. OFFICE OF ASSIGNMENT Chief, Cartography Div.

## SECTION B.

## CAREER INTERESTS

## 9. GENERAL TYPE OF ACTIVITY

Administrative Assistant/Secretary

## 10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

## A. IMMEDIATE (Within next 1 to 2 years)

Continue present type assignment as Administrative Assistant

## B. LONG-RANGE (Within next 3 to 5 years)

Administrative Assistant at higher level, i.e., Area, Office

## SECTION C.

## TRAINING

## 11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

## A. IMMEDIATE (Within next 1 to 2 years)

B-4 Administrative Procedures

## B. LONG-RANGE (Within next 3 to 5 years)

## 12. ADDITIONAL COMMENTS

I recognize that the implementation of my career preferences must depend upon the needs of the organization. I understand that my performance, capabilities and interests will be given due consideration.

## 13. DATE COMPLETED

20 June 1957

## 14. SIGNATURE OF EMPLOYEE

25X1A9a

SECRET

(When Filled In)

SECTION D.

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15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

is a most efficient and capable administrative assistant. I heartily concur that she should continue in this type of work in the future. In the event an opening is available at a higher grade she should be given an opportunity to apply.

16. RELATIVE TO TRAINING FOR EMPLOYEE

On-the-job training and the course suggested would appear to be the major efforts in training.

17. 25X1A9a TYPED OR PRINTED NAME OF SUPERVISOR

18.

25X1A9a

TITLE

Chief, Cartography Division

20. DATE

20 June 1957

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

SECRET

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